

FORT DRUM THRIFT SHOP INC. CONSTITUTION

2020-2022

Article I: Name and Purpose

Section 1. The name of this organization will be the “Fort Drum Thrift Shop Inc.,” and will be located at Fort Drum, New York. It will hereinafter be referred to as “Thrift Shop.”

Section 2. The purpose of this organization is to provide the following:

- a) A means by which the military and local community can purchase goods at affordable prices through the sale of donated, consigned and any resale items approved by the Thrift Shop Manager.
- b) **Mission Statement:** *“To enhance the quality of life for Soldiers, their Families, and local communities by providing quality, low-cost second-hand merchandise from around the world for them to purchase; to provide a venue for military Families and community members to consign and sell their unwanted items thus enabling them to supplement their incomes; to provide charitable donations to activities/organizations that benefit these Soldiers and their Families as agreed upon by a majority of the Fort Drum community.”*
- c) A means to generate funds which will be disbursed as Community Grants and Scholarships to charitable organizations on Fort Drum and in the local community, for the betterment of Fort Drum Soldiers, their Families, and to benefit the military community.
- d) The Thrift Shop shall not engage in any activity with any other entity that would undermine the operation of the Thrift Shop or that might interfere with the purposes as stated above in paragraphs (a) and (b).

Article II: General Provisions

Section 1. The Thrift Shop operates and exists at Fort Drum, NY with the consent of the Installation Commander or his designee. This consent is contingent upon compliance with the requirements and conditions of all Army Regulations (AR), specifically AR 210-22 and Fort Drum Regulation (FD Reg.) 210-17.

Section 2. The Installation Commander may revoke permission to operate at any time IAW AR 210-22, Para 2-1a(1)b.

Section 3. Once the initial written consent is acquired, it must be revalidated every two (2) years from the date of initial validation IAW AR 210-22, Para 2-1, c. d (3) and FD Reg. 210-17. The Thrift

Shop must submit revalidation requests 90-days prior to expiration date to the Director, DFMWR for processing to the Installation Commander or his designee.

Section 4. The Thrift Shop will not propagate extremist activities or advocate violence against others or the violent overthrow of the Government IAW AR 210-22, Para 2-1 (2)f.

Section 5. The Thrift Shop will not engage in the resale of alcoholic beverages at any time IAW AR 210-22.

Section 6. This document will be referred to simply as the “Constitution” and the Board of Directors will be referred to as the “Board.”

Section 7. The Thrift Shop consists of a Board of Directors, paid employees, volunteers, an Honorary Chairman and an Advisor. The Thrift Shop is a private organization and a non-profit business.

Section 8. As per AR 210-22 and FD Reg. 210-17, the Thrift Shop will not seek to deprive individuals of their civil rights in any activity.

Section 9. The Thrift Shop will follow and comply with all applicable state and jurisdictional laws.

Article III: Membership

Section 1. The Thrift Shop is open to adult consignors and purchasers possessing a valid military/DOD ID card (active or retired). National Guard and Reserve members with valid ID cards may be non-voting members.

Section 2. The Thrift Shop is a non-profit business and does not have “membership dues.”

Section 3. Board meeting minutes will be made available to all members.

Article IV: Standard Operating Procedures (SOP)

Section 1. The Board will adopt a SOP as considered necessary for the internal operation of the Thrift Shop. A copy will be posted in the Thrift Shop.

Section 2. The Constitution and SOP are the only governing documents of the Thrift Shop. All previous bylaws of this organization are rescinded.

Article V: Officers and Governing Body

Section 1. The Board of Directors

- a) The governing body of the Thrift Shop will be the Board of Directors.
- b) The Board of Directors will consist of the Chairman, Vice Chairman, Secretary, Parliamentarian, Manager, Group Representatives and a Volunteer at Large (who will also be the Volunteer Coordinator). The Thrift Shop will also have an Honorary Chairman and a Senior Advisor who will be invited to attend all Board meetings, committee meetings, and various activities involving the Thrift Shop. Written or verbal requests shall be made to the spouses of each Major Subordinate Command (MSC), MEDDAC/ DENTAC, 10th Mountain Division HHBN, 20th Air Force, and Local Retired Military Member to serve or provide individuals to represent their unit/group on the Thrift Shop Board. The purpose of having unit representatives is to ensure all members of the Fort Drum Community are represented since Soldiers and Family members tend to socialize and get their information from their assigned unit.
- c) The Board of Directors shall owe a Duty of Loyalty to the Thrift Shop. The Duty of Loyalty requires a Board Member to act in the interest of the Thrift Shop rather than in the personal interest of a Board Member or some other person or other organization, private or otherwise. In particular, the Duty of Loyalty requires a director to avoid Conflicts of Interest that are detrimental to the Thrift Shop. If a Conflict of Interest arises the Board shall act swiftly to ensure that the conflict is eliminated in the present and avoided in the future.
- d) The Executive Board shall consist of Chairman, Vice Chairman, Secretary and Parliamentarian. The purpose of the Executive Board is to serve as a committee to discuss important/emergency issues that will be presented to the Board of Directors. The Executive Board can also serve as an advisory committee to the Chairman, but under no circumstances be allowed to make decisions on behalf of the Board of Directors. The Thrift Shop Manager may be invited or may request to be invited to an Executive Board meeting, with approval from the Chairman.

Section 2. Honorary Members

- a) The Commanding General or his designee will designate the Honorary Chairman of the Board.

- b) The Honorary Chairman will appoint the Senior Advisor. The Senior Advisor will be a spouse of one of the following: Colonel, Chief Warrant Officer Five, or Command Sergeant Major.

Section 3. Terms of Appointment

- a) In May of each year, the Nomination Committee consisting of one Executive Board member, one group representative, the Honorary Chairman and/or the Senior Advisor, will nominate a Chairman, Vice Chairman, and Secretary for the upcoming Board year.
- b) The Board of Directors positions will be advertised at the Thrift Shop, on the Thrift Shop social media pages, and around Fort Drum. Only adults with a valid DoD ID card may apply for the Board positions.
- c) A vote will be conducted for those nominated for board positions, with the current acting Board of Directors and any member in attendance at the open May board meeting.
- d) The voting process will be conducted by an anonymous ballot vote. The new Chairman will appoint a Parliamentarian, with a majority vote of approval from the new Board of Directors.
- e) The term of appointment for all Board Members will be 1 June to 31 May of the following year.
- f) Except for the Manager and the Volunteer at Large (Volunteer Coordinator), no other board member may serve more than two (2) years consecutively, unless approved by a majority vote from the Board of Directors.

Section 4. Voting Privileges

- a) The Chairman will vote only in the event of a tie.
- b) The Honorary Chairman, Senior Advisor, and Parliamentarian shall not have voting privileges.
- c) All other Board Members, to include group representatives, will have one vote each.
- d) If a Board Member will be absent at a Board meeting, he/she may appoint a member of his/her unit to attend the meeting in his/her place. The appointee has voting privileges for that meeting which he/she is serving as a substitute group representative.

Article VI: Duties of Board of Directors

Section 1. Attendance and Replacement

- a) Board Members will attend all monthly Board Meetings.
- b) Absence from two meetings may be grounds for dismissal by the Thrift Shop Chairman. The Chairman may be terminated if absent from two or more board meetings with majority vote of the Board of Directors.
- c) Resignation from any Board position shall be submitted to the Thrift Shop Chairman in writing as soon as possible.
- d) The Chairman, with consent from the Nomination Committee, will appoint Board position replacements.
- e) The Chairman may relieve a Board Member for just cause with the approval of three Board members. To remove the Chairman from office, it must be with a majority vote from the Board of Directors. The decision of termination must be submitted to the Chairman in writing. The letter of termination to the Chairman must be submitted and executed by a member of the Executive Board only.

Section 2. General Duties

- a) Be familiar with and uphold the Thrift Shop Constitution and SOP, FD Reg. 210-17, and AR 210-22.
- b) Review and revise as needed, the Thrift Shop SOP yearly.
- c) Review, and revise as needed, the Constitution every two years. Conduct an in depth, informal review every year.
- d) Evaluate monthly business reports to include financial statements and Manager's report.
- e) Approve proposed budget annually, no later than November for the following fiscal year.

f) Vote on all Community Grants and Capital Improvement requests. See Article V, Section 3.

g) Review and vote on the Thrift Shop Manager's pay increases and/or bonuses. The Manager is not allowed to participate or vote on this issue.

h) Review and vote on employee pay increases and/or bonuses, as recommended by the Manager.

i) Complete all general and specific duties by the end of the term of appointment, 31 May.

j) Submit a written After Action Report (AAR) to the Chairman at the end of each Board year. A copy of each AAR will be given to the Secretary by 31 May.

k) Maintain a current position binder. All Board Members are responsible for eliminating expired files, or those older than three (3) years, at the conclusion of the Board year. This notebook is turned over to the successor upon departure or expiration of term of office. If there is no designated successor, the position binder will be given to the Chairman by 31 May. The following items will be in the position binder:

(i) Current Thrift Shop Constitution and SOP, FD Reg. 210-17, and AR 210-22.

(ii) A current Board of Directors roster.

(iii) All minutes, notes, manager's reports and financials for the board year.

(iv) AAR for their position.

(v) Any other materials pertinent to the position.

(vi) Copies of all electronic correspondence that contains important job-related information.

l) Members of the Board of Directors with voting privileges are prohibited from acting as regular volunteers within the Thrift Shop. The Publicity Chair and Volunteer Coordinator are permitted to volunteer in the Shop in order to execute the duties of their respective positions. Board Members may participate in special events hosted by the Thrift Shop including, but not limited to: Saturday Sales, Flea Market, and/or celebrations. The Thrift Shop Manager may request conditional approval for volunteer assistance from the entire Board of Directors should an emergency and/or special occasion require such support.

Section 3. Community Grant & Scholarship Requests

a) The Thrift Shop generates profits, which will be disbursed as Community Grants to charitable organizations on Fort Drum and in the local community, for the betterment of Fort Drum Soldiers, their Families and to benefit the military community. Community Grants will be taken into consideration for the local community on a case-by-case basis, as determined by the Board.

b) Community Grant Requests will be reviewed by the Board a minimum of four (4) times per calendar/fiscal year. The Board may move to decrease the number of review periods based upon availability of funds within the Community Grant Account. If the request is time sensitive, procedures will be followed IAW Article VI, Section 2 (e).

c) In order to avoid any actual or perceived conflict of interest, a Board Member that has an interest in a Community Grant request shall refrain from voting and leave the room to allow for a free discussion of the request.

d) Board Members shall ensure that they are communicating with all organizations, in addition to the ones they are personally associated with, regarding the option to make a request for a Community Grant.

e) In the best interest of the Thrift Shop, no Board Member shall be allowed to personally submit any type of grant request. This is to protect the integrity of the Thrift Shop. However, Board Members and their families may compete for Thrift Shop scholarships since they are awarded anonymously by an independent third-party review panel.

Section 4. Specific Duties of Board Members

a) Chairman

(i) Presides over all meetings of the Thrift Shop Board.

(ii) Calls special meetings and committee meetings as necessary.

(iii) Prepares the agenda for all meetings.

(iv) Acts as a secondary signature on all Thrift Shop checks, as needed.

(v) Submits the request for continuing the operation of the Thrift Shop to the Directors,

DFMWR, 90 days prior to the expiration date, IAW AR 210-22 and FR Reg. 210-17.

(vi) Submits a current roster of Board Members, with phone numbers, email addresses and mailing addresses, to the Director, DFMWR (IAW FD Reg. 210-17) in June. The roster will be updated and re-submitted, as needed. The Chairman may delegate this duty to the Secretary.

(vii) Signs the License for space with the Business Operations of Real Properties at 4897 Nininger Street, Fort Drum, NY 13602; telephone: (315) 772-7719.

(viii) Is a signatory on the Thrift Shop bank accounts.

(ix) Oversees all Board positions ensuring job responsibilities are being executed.

(x) Interviews and hires the Thrift Shop Manager. In the event there is no Chairman, another Executive Board member may be appointed to conduct the interview(s), by majority consent of the Board.

(xi) Serves as the direct Advisor/Supervisor to the Manager.

(xii) Makes recommendations to the Board of Directors on matters she/he determines is for the betterment of the Thrift Shop and/or the relationship between the Thrift Shop and the Fort Drum community.

(xiii) Attends all functions/events on Fort Drum or in the local community where the Thrift Shop needs to be or should be represented.

(xiv) Is a non-voting member of the Board except in the event of a tie vote. If a vote is tied, the Chairman votes to break the tie.

b) Vice Chairman

(i) Assumes the Chairman's duties in the event of the Chairman's absence.

(ii) In conjunction with the Thrift Shop Manager, oversees the Community Grants Account. In November of each year the Vice Chair is responsible for preparing and presenting the Community Grants Budget for the Board's consideration and approval.

(iii) Researches all Community Grant Requests and ensures that all required information is gathered prior to the Board meetings. If more information is needed for the Board to vote on the request, the Vice Chairman will be required to investigate the request further.

(iv) Presents eligible Community Grant Requests during Board meetings in accordance with published application review periods outlined in the SOP.

(v) Informs organizations, in writing, if their grant request is approved or denied.

(vi) Prepares documentation for the Assistant Manager of Finance to issue Community Grant checks.

(vii) Maintains a log of Community Grant Requests and grants for three (3) years prior.

(viii) Chairs the Scholarship Committee.

(ix) Is a voting member of the Board.

c) Honorary Chairman and Advisor

(i) Serve in an advisory capacity to the Board of Directors while allowing the Thrift Shop to govern itself. They may advise, counsel and mentor the Board, as they see fit.

(ii) Ensure that the Thrift Shop operates according to the Thrift Shop Constitution and SOP, FD Reg. 210-17, AR 210-22. Also ensure that Board members act in the best interest of the Thrift Shop.

(iii) Are non-voting members of the Board.

d) Secretary

(i) Records and preserves the minutes of all Thrift Shop Board meetings and presents them for approval at the next Board meeting.

(ii) Submits copies of the monthly Board meeting minutes and monthly Financial Reports within 30 days of the meeting at which these documents were approved by the Board, to the Director, DFMWR IAW FD Reg. 210-17.

(iii) Maintains a current roster of Board Members to include names, phone numbers, addresses, and email addresses. Provides copies of current rosters to all board members.

(iv) Provides the Manager with a copy of the approved monthly meeting minutes, to make available at the Thrift Shop.

(v) Requests the annual AAR from each Board Member and maintains them for the subsequent Board.

(vi) Prepares and records other Board correspondence, as needed.

(vii) Submits revised, Board approved, Thrift Shop Constitution and SOP to the Director, DFMWR (Attn: Private Organization Coordinator) for approval IAW FD Reg. 210-17.

(viii) Provides bank with any changes to signatory and signs bank documents authorizing changes.

(iv) Is a voting member of the board.

e) Parliamentarian

(i) Parliamentary authority for the Thrift Shop will be Robert's Rules of Order, Newly Revised, Current Edition, 11th Edition (revised 2011 or newer) in all matters where the Thrift Shop Constitution and SOP are silent or where there are no installation directives that prescribe mandatory procedures.

(ii) Maintains a copy of the approval (Revalidation) to operate on Fort Drum.

(iii) Oversees the Constitution and SOP in depth, formal review every two years to keep in accordance with Army and Fort Drum regulations.

(iv) Oversees the annual informal review and revisions of the Thrift Shop SOP and Constitution. The review will be started no later than October. Once changes are made, the SOP will be presented at the next Board meeting for approval. The Review Committee shall consist of the Parliamentarian, Chairman, Secretary, Manager, and two Unit Representatives with the Parliamentarian chairing this committee.

(v) Oversees voting procedures, according to the Thrift Shop Constitution.

(vi) Conducts telephonic or electronic mail votes, as requested by the Chairman.

(vii) Chairs the Nomination Committee for new Board Members for the upcoming Board year. The Committee shall consist of the following: Parliamentarian, Chairman, Vice Chairman, one Unit Representative, and the Manager. This committee is to begin meeting in January.

f) Group Representatives

(i) A representative from each of the following groups will serve on the Board:

1. 10th MTN DIV HHBN
2. 1st BCT
3. 2nd BCT
4. 10th CAB
5. 10th Sustainment BDE
6. MEDDAC/DENTAC
7. DIVARTY
8. 20th Air Force
9. 91st MP BN
10. Retired Military Members

(ii) The Honorary Chairman or the Senior Advisor will request a representative from each Major Subordinate Command (MSC). NOTE: Each Unit's spouses should hold an annual meeting to request a member, from the population at large, to serve as a representative on the Thrift Shop Board of Directors. The process of how that annual meeting is conducted will be left up to the unit spouses.

(iii) Attend all monthly Board Meetings.

(iv) Serve on committees as appointed by the Chairman.

(v) Are voting members of the Board.

g) Volunteer Coordinator

(i) Is a non-paid position selected by the Chairman of the Thrift Shop in April of each year to serve on the upcoming board year.

(ii) Actively pursues new volunteers for the Thrift Shop.

(iii) Maintains a current volunteer roster and hour tracking.

(iv) Assists all Board Members and volunteers in registering in VMIS, submits the volunteer hours once registered and report the number of volunteer hours, at the monthly board meeting.

(v) As the Thrift Shop Volunteer Coordinator, is also required to sit on the Fort Drum Volunteer Support Fund Board and the Volunteer Advisory Council.

(vi) Coordinates with the Manager for monthly Volunteer Orientation/Training.

(vii) Submits deserving volunteers for awards.

(viii) Coordinates with the Manager for an annual Volunteer Appreciation Luncheon during the month of April for the volunteers of the Thrift Shop.

(ix) Is a voting member of the Board.

h) Manager

(i) Is a paid employee who is overall responsible for the internal operations of the Thrift Shop. This includes: accountability for consignment and sales, customer relations, finances, hiring/termination actions, supervising paid staff and volunteers, and the physical security of the building. The Manager's duties are outlined in the SOP.

(ii) Makes all decisions related to the operation of the Thrift Shop as outlined in the Manager's description and the SOP. The Manager may not make decisions that exceed the position's authority or are specifically tasked to the Board in the Constitution and SOP.

(iii) Works with the Assistant Manager of Finances to provide a Manager's report and financial report at monthly Board meetings and provides year-to-date financials quarterly. Signs and dates these forms prior to submission to FMWR.

(iv) Responsible for implementing policies and procedures as directed by the Board.

(v) Proposes the annual budget to the Board with the Assistant Manager of Finances, no later than November, for the following fiscal year.

(vi) Is the primary signatory on all Thrift Shop checks, with Assistant Manager or the Chairman as the secondary.

(vii) Maintains a current roster of volunteers and paid employees, to include names, phone numbers, addresses, and email addresses.

(viii) Maintains Historical Records as per Article X.

(ix) Is a voting member of the Board. May not vote on any motion that directly impacts Manager pay or benefits.

(x) Conducts an annual inventory at the end of the fiscal year, to include Thrift Shop property and equipment for presentation to the Board.

i) Publicity Chairman

(i) Is a volunteer position appointed by the Chairman.

(ii) Notifies and gets approval from the appropriate Fort Drum authority prior to any media events. Prepares any invitations, reports, for purposes of distribution, publication or broadcast.

(iii) Creates advertisements on behalf of the Thrift Shop and maintains a copy for the Publicity continuity binder.

(iv) Coordinates with other agencies to advertise the Thrift Shop.

(v) Attends all Fort Drum monthly Community Listening & Information Forums (CLIF) meetings as the Thrift Store representative. Provides publicity for the CLIF meetings and any slides needed to ACS, by the published deadlines.

(vi) Takes photos at functions and activities for the Thrift Shop and maintains copies for the Thrift Shop's records.

(vii) Maintains and updates the Thrift Shop's website.

(viii) Updates the Thrift Shop's social media pages with all flyers, ads and any special events/activities, photos, and any other updates as directed by the Manager, Chairman or Senior Advisor.

(ix) Prepare and provide ACS with Thrift Shop information for their Welcome Packets.

(x) Is a voting member of the Thrift Shop Board of Directors and attends all monthly meetings.

(xi) Dresses the Thrift Shop mannequins for photo opportunities for the Thrift Shop social media pages and Website.

(xii) Prepares and helps plan all media coverage for the Scholarship & Grant Program, as

well as any other programs developed by the Board of Directors.

(xiii) Advertises Board Elections with multiple media outlets, as determined by the Election Committee.

(xiv) Other duties as appointed by the Chairman or Senior Advisor.

Articles VII: Meetings and Quorums

Section 1. Meetings

- a). The Board of Directors will meet monthly for the months of August through May as directed by the Chairman at the time he/she assumes duties in June.
- b). Special meetings may be called at the discretion of the Chairman.

Section 2. Quorum

- a) A majority of all voting members of the Board (including Chairman) must be present to constitute a quorum.
- b) A majority vote of the quorum shall rule.
- c) Electronic voting should be done only in exigent circumstances. In urgent situations, a telephone or email vote may be conducted in lieu of a special meeting. A telephonic vote or email vote will be conducted by the Parliamentarian, or in her absence, the Secretary, at the direction of the Chairman. In cases of telephone or email vote, a majority vote of the entire voting board shall rule.
- d) There is no proxy voting.
- e) Board Members serving in a dual capacity have only one vote.

Article VIII: Finances

Section 1. The financial Operation of the Thrift Shop will be conducted in accordance with AR 210-22, FD Reg. 210-1 and sound accounting principles.

- a) The Thrift Shop will be a financially self-sustaining organization; and shall be constituted, established, and operated by individuals acting exclusively outside the scope of any official

capacity as officers, employees, or agents of the Federal Government IAW AR 210-22. Its income will be obtained primarily through:

(i) A fixed percentage (determined by the Board) of the consignment sales.

(ii) The sale of Thrift Shop property.

(iii) Resale Items.

Section 2. The Operating Expenses will not exceed the available Operating Funds.

a) Operating Account (Checking)

(i) Monies used to pay bills, taxes, salaries, expenses, and budgeted capital improvements.

(ii) A \$10,000.00 minimum balance in the Operating Checking Account will be maintained on a monthly basis, after all expenses are paid.

(iii) Consignor revenues and Community Grant monies (net profit) will be transferred from this account to the Consignor Account and Community Grant Account respectively; monthly transfers to the Consignor Account and annual transfer to the Community Grant Account.

b) Consignor Account.

(i) A \$100 minimum balance in the Consignor Account will be maintained. This account consists solely of consignor sale profits and will be used to pay consignors. No Thrift Shop funds may be placed in this account.

(ii) Any consignor revenues that have been donated to the Thrift Shop, with written authorization from the consignor, will be transferred to the Community Grant account at the end of the month.

(iii) Any consignor checks that remain unclaimed after three (3) years will be sent to the NYS Comptroller Office in accordance with NYS law.

c) Community Grant Account.

(i) Monies will be derived from the net profits of the Thrift Shop and will be deposited into the account at the close of the fiscal year (no later than 31 January), or at the discretion of the Board.

(ii) Funding within this Account is limited to supporting the Community Grant Program, a Scholarship Fund, and charitable contributions and/or program sponsorships.

(iii) Funding from the Community Grant Account cannot be used for personal debt relief, and/or to further the financial gain of an individual.

d) Change Box. A \$450 minimum balance will be maintained in change box

(e) Cash Drawers. A \$150 minimum balance will be maintained in each cash drawer (3 cash drawers).

Section 4. Budget.

a) An annual budget will be prepared to include projected income, expenses, and charitable donations. The budget will be prepared by the Manager with the Assistant Manager of Finances and the Chairman. The proposed budget will be presented to the Board for review in November, for the following fiscal year.

b) The Vice Chairman will prepare the annual Community Grant Budget to include projected income, the Community Grant program, a Scholarship Fund, and charitable donations and/or program sponsorships. The budget will be presented to the Board for review in November, for the following fiscal year.

Section 5. Audits. Audits will be performed yearly and submitted to Fort Drum MWR at least once every two (2) years, or upon change of the Manager. The selection of an independent, qualified auditor will be the responsibility of the Executive Board.

Section 6. Fiscal Year. The fiscal year of the Thrift Shop is 1 January to 31 December.

Article IX: Taxes

Section 1. In accordance with the Internal Revenue Service codes, the Thrift Shop will file appropriate state and federal tax forms. Any and all changes in status, activity, or purpose of this organization will be reported to the Internal Revenue Service as required by law and in accordance with the Internal Revenue Service.

Article X: Insurance

Section 1. Per AR 210-22 and FD Reg. 210-17, the Thrift Shop will maintain adequate insurance as protection against public liability claims, property damage claims, or other legal actions arising from Thrift Shop activities, one or more employees or members of the Board of Directors acting on its behalf, or the operation of any equipment, apparatus, or device under the control and responsibility of the Thrift Shop.

Section 2. Per AR 210-22 and FD Reg. 210-1, fidelity bonding will be purchased for all employees or members of the Board of Directors, who are handling monthly cash flow exceeding \$500. (Bonding will be equal to the normal maximum amount of cash handled).

Article XI: Historical Records

Section 1. The Thrift Shop Manager and/or Assistant Manager will maintain a historical file, which is to be organized and purged as needed every seven (7) years. Paper copies will be maintained in an organized file cabinet. Files should be accompanied by digital copies whenever possible. The files will consist of, but not limited to, the following permanent records:

- (a) Copy of FD Reg. 210-17 and AR 210-22.
- (b) Approval to operate on the installation (Revalidation Approval Letter).
- (c) Constitution with all amendments.
- (d) Thrift Shop Standard Operating Procedures and all Appendices.
- (e) List of all Board Members, employees, volunteers, and contracted services.
- (f) Inventory of physical assets.
- (g) IRS forms and IRS Tax Exempt Status, as applicable.
- (h) Copy of bond and insurance policies.

- (i) Year-end financial statements.
- (j) Financial audits.
- (k) Community Grant Distribution Tracking Sheet.
- (l) Monthly Reports, including:
 - (i) Manager's Report
 - (ii) Thrift Shop Board meeting minutes
 - (iii) Monthly financial statements
 - (iv) Volunteer Report

Article XII: Amendments and Adoptions

Section 1. Any Board Member or any employee may propose constitutional amendments. All proposed amendments must be submitted to the Parliamentarian, in writing. The Constitution Committee will review the request and will submit their recommendations to the Board of Directors, to be voted on.

Section 2. Proposed constitutional amendments will be adopted by a majority vote of the Board and will become effective upon approval of the Garrison Commander or his designee. This Constitution will then supersede all previous Constitutions and amendments; except it will not affect specific agreements and contracts entered into under the terms of the previous Constitution until such terms of agreements or contracts have reached their expiration dates.

Article XIII: Dissolution

Section 1. Upon notification from the Garrison Commander or his designee, or upon agreement of the majority of the voting members of the Board, this organization will be dissolved.

Section 2. If the Thrift Shop is dissolved, all funds in the treasury at the time of dissolution will be

used to meet any outstanding debts, liabilities, or obligations. The balance of the assets will then be disposed of as community grants at the discretion of the Board with the approval of the Garrison Commander or his designee, and will not be contrary to applicable provisions of the Internal Revenue Codes. All remaining Thrift Shop Property will be disposed of at the discretion of the Thrift Shop Board.

Article XIV: Declaration of Invalidity

Section 1. In the event an article of this Constitution, or a portion thereof, is declared invalid, the remaining unaffected provisions of such articles will remain in effect.

Chairman

Vice Chairman

Secretary

Parliamentarian

Manager
